

On the provided login page, type in your email, password and click on the "Login" button.

Please note: We recommend using any modern browser for the best experience.

- 1 Once you are logged into the customer portal, click on **"Place an Order"**



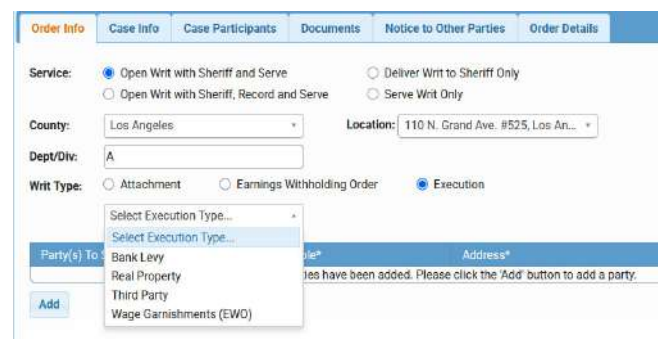
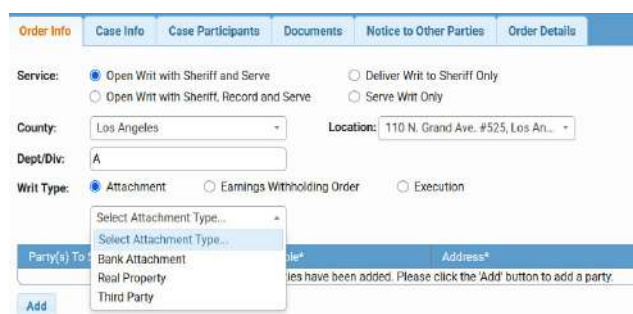
- 2 In the **What would you like us to do?** Select **Writ Service**



- 3 Select Open Writ with Sheriff and Serve.

Then select the County, Location, and the Dept/Div (no data applicable)

Select a Writ Type: If Attachment or Execution is selected then select from the drop down list the type of Attachment or Execution



- a If Attachment and Real Property is selected a **"Note"** will generate ("Note" will only display for Attachment with Real Property) then see step 4.
- b If Earnings Withholding Order is selected then enter the Party to Serve, Role and Address. Click on "Next"

Order Info | Case Info | Case Participants | Documents | Notice to Other Parties | Order Details

Service: ☒ Open Writ with Sheriff and Serve ☐ Deliver Writ to Sheriff Only
☐ Open Writ with Sheriff, Record and Serve ☐ Serve Writ Only

County: Los Angeles **Location:** 110 N. Grand Ave. #525, Los An...

Dept/Div: A

Writ Type: ☒ Attachment ☐ Earnings Withholding Order ☐ Execution
 Real Property

Note: A County Recording order will be created for: Los Angeles County Recorders, 12400 Imperial Highway, Norwalk, CA 90650

Party(s) To Serve*	Role*	Address*
No parties have been added. Please click the 'Add' button to add a party.		

Order Info | Case Info | Case Participants | Documents | Notice to Other Parties | Order Details

Service: ☒ Open Writ with Sheriff and Serve ☐ Deliver Writ to Sheriff Only
☐ Open Writ with Sheriff, Record and Serve ☐ Serve Writ Only

County: Alameda **Location:** 1225 Fallon St. #104, Oakland, ...

Dept/Div: Department/division...

Writ Type: ☐ Attachment ☒ Earnings Withholding Order ☐ Execution

Party(s) To Serve*	Role*	Address*
Enter party name	Select Role...	Enter Business Name or Address

- 4 **Party(s) To Serve**
Enter the party(s) that will be served by clicking the Add button and save

Service: ☒ Open Writ with Sheriff and Serve ☐ Deliver Writ to Sheriff Only
☐ Open Writ with Sheriff, Record and Serve ☐ Serve Writ Only

County: Los Angeles **Location:** 110 N. Grand Ave. #525, Los An...

Dept/Div: Department/division...

Writ Type: ☒ Attachment ☐ Earnings Withholding Order ☐ Execution
 Bank Attachment

Party(s) To Serve*	Role*	Address*
Mike Smith	Garnishee	1234 Main St, Los Angeles, CA 90015
Chase Bank	Employer	4321 E Los Angeles Ave, Simi Valley, CA 93063

Click on **"Next."**

- 5 Enter your case number. If it's an existing case the data will generate but if it's not an existing case then the portal will prompt the user to enter the case information.

Case Number: BC123456 - test v. test

Jurisdiction: Stanley Mosk Central Courthouse - 111 N Hill St., Los Angeles

Case Title: test v. test

Proof of Service Information

Attorney of Record: David Kern

Firm Name: Direct Legal Demo

Address: 901 Corporate Center Dr suite 400

City/State/Zip: Monterey Park CA 91754

Phone: (213) 483-4900

☐ Check here to override name on Proof of Service

Click on **"Next."**

- 6 Next, if your case does not exist in the portal then you'll need to enter the case participants such as the Plaintiff and Defendant.

If you select “**Yes**”, based on how your account was set up, a “**Billing Code**” may be required to proceed. The “**Billing Code**” is your firm’s internal, billing, or client matter number code on a particular case. If you do not have a billing code, enter 'N/A'

Click to add Party(s) if not listed below: [Add Party\(s\)](#)

Lead Client	Name	Role	
☒	test	Plaintiff	 
☐	test	Defendant	 

Show entries Showing 1 to 2 of 2 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

Click on “**Next.**”

- 7 On the Documents Tab, there are 3 options to submit documentation necessary to complete your Process Serve order:

- **Upload** – upload document(s) directly from your computer.
- **Mail** – provide a list of document(s) to be mailed separately.
- **Existing Documents** – select previously uploaded document(s) from an existing case.

To upload documents, enter the title of the document you wish to upload in the Document Title field and click the ‘Attach File...’ button to upload your document(s).

Note: as you type in the Document Title field, the application will dynamically display titles that match your input. You may pick from the list provided or type your Document Title free form.

Important: Original Writ of Executions has to be uploaded and then mailed to our Monterey Park office

☒ Upload ☐ Mail ☐ Existing Documents

Type the Document Title using: ☐ Starts with ☒ Contains [Court defined Document Titles](#)

Document Title:

Each document is recommended to be uploaded individually. Please repeat the process as many times as you need until all your documents are uploaded, e.g., Writ, Declaration, Ex Parte, etc.

Or select the “**Mail**” option and enter the title of the document you wish to mail in the Document Title field. Please estimate total pages of all documents.

Or select “Existing Documents” and you can select document(s) you have already uploaded on case. You have the option to view and the select which document(s) you would like to use for this order.

Existing Uploaded Documents

Order #	Title	Date Uploaded	Action	Select
1108525	Summons and Complaint	Oct 16, 2015	View	
1108525	1108525-ConformedCopy.pdf	Oct 16, 2015	View	
1008766-01	Civil Subpoena	Aug 03, 2014	View	

Show 20 entries Showing 1 to 3 of 3 entries [First](#) [Previous](#) [Next](#) [Last](#)

[Select](#) [Cancel](#)

Title

[Summons \(1 page\)](#)

[Complaint \(3 pages\)](#)

[Civil Case Cover Sheet \(1 page\)](#)

[Previous](#) [Next](#) [Save As Draft](#)

Order Info Case Info Case Participants **Documents** Notice to Other Parties Order Details

☒ Upload ☐ Existing Documents

Type the Document Title using: ☐ Starts with ☒ Contains [Court defined Document Titles](#)

Document Title: Enter free-form title or choose from the list below, then click Attach File.

Select the Sheriff Fees

Title

[Writ of Attachment \(5 pages\)](#)

Sheriff fees:

☐ Direct Legal Support is authorized to advance Sheriff Fees.

☒ Fees not required / do not pay Sheriff Fees (your filing will be rejected if a Sheriff Fee is required).

Click on “Next.”

- 8 Notice to Other Parties: add the name(s) and addresses of the parties that will be notified via email Click the Add button and the Name of the Interested Party, Role, and Address

Order Info Case Info Case Participants Documents **Notice to Other Parties** Order Details

Name of Interested Party*	Role*	Address*	
Samuel Johnson	Judgment Debtor	111 N Hill St, Los Angeles, CA 90012	
Brian Gumble	Occupant	225 S Grand Ave, Los Angeles, CA 90012	

[Add](#)

Click on “Next.”

- 9 Select a service level to deliver the packet to the Sheriff

When would you like to open with Sheriff?

☐ Open by Tomorrow 10:30 AM for \$150.00 (On Demand) *

☐ Open by Tomorrow 4:30 PM for \$125.00 (Urgent) *

☐ Open by Thursday 4:30 PM for \$95.00 (Priority) *

Internal Reference Number (Optional):

* Prices listed and service times displayed are only an estimate based on the information provided. If you need your order processed sooner than the times listed above, please call us at (800) 675-4378.

Fee Summary:

Description	Amount	Total
Payment Processing Fee		\$0.00
Courtesy Copy Delivery Total		\$0.00

Select a service level to serve the party

When would you like this attempted? (Mike Smith - 1234 Main St Los Angeles CA 90015)

☐ Attempt by **Tomorrow 10:00 PM** for \$350.00 (Urgent) *
☐ Attempt by **Monday 10:00 PM** for \$250.00 (Standard) *

Internal Reference Number (Optional):

* The Direct Legal Fee to Open, Serve, and Close the Levy will be billed as one bundled rate under the Writ Service Order Number. Direct Legal Courtesy Copy Delivery Fee is waived unless, the file is rejected by the Sheriff.
If you need your order processed sooner than the times listed above, please call us at (800) 675-5375.

Fee Summary:

Description	Amount	Total
Payment Processing Fee		\$0.00
Writ Service (1) Total		\$0.00

Add any special instructions you may have for Direct Legal. The portal will also generate your estimated service fees.

Note: if you would like Direct Legal to draft your documents, copy and paste the following to the Special Instructions. **Please draft all necessary Levy documents to open the levy, serve the entity, and file the proof of service with the sheriff for additional fees.**

Special Instructions:

PLEASE OPEN WRIT AND SERVE ACCORDINGLY.

Notifications: [David Kern](#)

Order Totals:

Description	Total
Courtesy Copy Delivery	\$0.00
Writ Service (1)	\$0.00
Writ Service (2)	\$0.00
Grand Total	\$0.00

Click on **“Submit”**

- 10** Your order numbers will generate. You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print Confirmation button. Attach the confirmation work order to the writ package when mailing to Direct Legal.

[Order Info](#)
[Case Info](#)
[Case Participants](#)
[Documents](#)
[Notice to Other Parties](#)
[Order Details](#)

Thank you for your order(s)

Your order number(s): **14936820-01, 14936820-02, 14936820-03**

You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.

If you would like further assistance, please contact our Customer Support at (213) 483-4900 Monday - Friday between the hours of 8:30 AM to 5:00 PM Pacific.

[Print Confirmation\(s\)](#)
[Back to Manage Cases](#)

Example: Order Confirmation



For questions or support please contact our customer support at 213-483-4900 or support@directlegal.com

Order Confirmation # 14936820-01

Please keep this order confirmation for your records. If sending documents by Fax or Mail, please print the accompanying Routing Pages and submit with your documents.

Order Info: 06/02/2026 4:53 PM
Open Writ with Sheriff and Serve

Case Info: Case Number: BC123456
Jurisdiction: Stanley Mosk Sheriff's Department
Case Title: test v. test
Billing Code: test

DeliverTo: Stanley Mosk Sheriff's Department
310 N. Grand Ave. #525
Los Angeles, CA 90012

Documents: Writ of Execution